



California Department of Transportation
Office of Community Planning
Environmental Justice and Community-Based Transportation Planning

Tips for Developing Community Based Transportation Planning (CBTP) and Environmental Justice (EJ) Grant Application Local Resolutions

The local resolution is a critical part of the grant application. The following elements must be included.

- The resolution must be made by the governing board of the grant applicant.
- The resolution must name the title of the person authorized to enter into a contract with Caltrans on behalf of the applicant.
- The resolution must be enacted by the application deadline.

In addition, we recommend that applicants plan ahead and ensure that there is adequate time to get the resolution on the agenda of the governing board in order to meet the application deadline. Applications with missing resolutions, or resolutions that are enacted after the application deadline, are at a competitive disadvantage when compared to otherwise equally strong proposals that have met the deadline.